

PART IV – Public Improvement Application

2013 CDBG Capital Application

Public Improvement Projects

This section of the 2014 CDBG Application form should be used by nonprofit organizations with IRS tax-exempt status and local governments to request CDBG funds for projects involving acquisition, development or improvement of public infrastructure serving predominantly low- and moderate-income residential neighborhoods in unincorporated King County and cities listed in the referenced Sub-regions.

Public improvement projects include but are not limited to construction or reconstruction of stormwater systems, water and sewer systems, streets and sidewalks. Funds may also be requested to pay special assessments levied on low-income homeowners in connection with such projects and for removal of architectural barriers in existing public facilities. Projects must be consistent with the King County Consortium Consolidated Housing & Community Development Plan for 2010-2014. Projects will be awarded funding in 2014 and must be completed by May 31, 2015.

If an environmental technical report or study is required for your project, it will be prepared by a consultant retained by HCD and paid for with a portion of your CDBG award. Consequently, your application should include a sufficient amount to cover the cost of required reports or studies. The amount should be included in your project budget, section D of this application, under “Environmental Review, Reports or Studies Costs”.

You are strongly encouraged to obtain technical assistance from HCD staff prior to completing your application in order to determine whether reports or studies will be required, their estimated cost and potential impacts on the project schedule.

Threshold and Evaluation Criteria for Public Improvements**THRESHOLD REQUIREMENTS –**

1. Proposed projects must be consistent with CDBG Program Regulations.
2. Proposed projects must be consistent with Consolidated Plan objectives and policies.
3. Proposed public improvement projects must be listed in an adopted 6-year Capital Improvement Program or be mandated by a court or State or Federal agency.
4. Proposals for public improvement projects located in an unincorporated community and which will be implemented by a King County department must be signed by the appropriate department director. In addition, such proposals must be authorized and signed by an authorized representative of the appropriate Unincorporated Area Council (UAC), if one has been formed. If a UAC has not been formed, the proposal must be authorized and signed by a community group in the project area such as a community club, homeowners association or chamber of commerce.

EVALUTION CRITERIA — (LISTED IN NO PARTICULAR ORDER)

1. The extent to which the project addresses one or more of the following: makes the community a healthier and/or safer place to live; and/or provides more amenities, including increased geographic accessibility for low- and moderate-income communities and increased physical accessibility for persons with disabilities; and/or increases the capacity for more dense housing, which predominantly benefits low to moderate-income households.
2. The extent to which the project is ready to proceed, including the applicant’s capacity to complete the project within the year 2014; the extent to which project environmental and land use issues have been identified and planned for; and the extent to which all funding necessary to implement the project has been committed.

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(Evaluation Criteria Continued)

3. The extent the project addresses an immediate and severe public health or safety issue.
4. Projects under \$50,000 are discouraged.
5. The extent that all geographic areas and participating jurisdictions benefit fairly from CDBG- and HOME-funded activities over the three-year agreement period, so far as is feasible and within the goals and objectives of the Consolidated Plan.
6. The extent to which the project meets a specified need or a geographic sub-region as identified in the Request For Proposal (RFP).

Contents of

PART IV – Public Improvements Category

Threshold and Evaluation Criteria

Part IV A – Project Information

Part IV B – Project Benefit

Part IV C – Performance Measures

Part IV D -- Budget - Public Improvements Project

D.1 – Construction Budget

D.2 – Budget Narrative

D.3 -- Engineer's Estimate

Part IV E -- Schedule - Public Improvements Project

Part IV F – Project Team

Part IV G -- Property Description

The following are required Hard Copy Attachments

Part IV Required Attachments:

ATT IV.1 - Capital Improvement Plan **Label it Attachment 8**

ATT IV.2 - A detailed map that shows project site and identifies service delivery area.

Label it Attachment 2

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Responses to Public Improvement Questions:**A. Project Information**

A.1 Project Description: Describe, in detail, what you plan to construct or rehabilitate and identify how the CDBG funds will be used. (indicate if any acquisition is a part of the activity).

Insert text here

A.2 Specify the size of the project in square feet or lineal feet (if applicable). Your answer should correspond with Form IV D.3 Engineer's Estimate.

Insert text here

A.3 Specify how you arrived at the total cost of the project. Identify the permits that will be required for the project as well as any land use approvals (i.e. lot line adjustment, subdivision, rezone, conditional use, etc.). Your answer should correspond with Form IV D.3 Engineer's Estimate.

Insert text here

A.4 Describe how the project is accessible or is working toward full accessibility in terms of transportation (proximity to public facilities, schools, low and moderate income housing neighborhoods, senior retirement areas, special transportation programs, etc.).

Insert text here

A.5 Describe extent the project addresses a public health and/or safety need. Attach all supporting documentation that relates to this need. (documentation that supports this need, e.g. orders, letters, traffic accident counts, Department of Transportation (DOT), public safety statistics).

Insert text here

A.6 Capital Improvement Plan (CIP): Where is this project listed in priorities. Is it identified as high, medium, or low on the list? Is CDBG the identified targeted source? What role or percentage does it constitute in this project? If applicable, provide a copy of the Transportation Improvement Plan (TIP) submitted to the State reflecting projects slated to be addressed in the term of this project.

Insert text here

A.7 Provide specific reference documentation of this project as it is presented in the adopted CIP. Required attachment – **Label it Attachment 8**

**B. Project Benefit**

B.1 The proposed project must serve either an area which is primarily residential and predominantly low- and moderate-income (Area Benefit) or be limited to serving a predominantly low- and moderate-income clientele (Limited Clientele). Describe the area and identify the residents that will benefit from this project activity.

Insert text here

B.2 Describe how the boundaries of the service area were determined and provide a detailed map that shows project site in relation to service delivery area. **(Required Attachment 2)**

Insert text here



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- B.3 Limited Clientele – (Example: Projects which propose design and rehabilitation work in order to eliminate architectural barriers to existing facilities and public infrastructure.)
Proposed project is limited to paying special assessments levied on owner-occupied low-income homes. There are strict guidelines in determining eligibility - please contact a member of the Community Development Technical Assistance Team listed on page 3 of guidelines.

C. Performance Measures

Describe how the project meets the Consolidated Plan Objective Outcome and what performance measure(s) are used to demonstrate an outcome for both short term and long term indicators.

C.1 Performance Indicators

Provide indicators of service delivery before and after project completion.

Table C.1 – Performance Measures

Define Unit	Number of Units			Indicate Annual No. of Households/Persons		
Current measurement of unit (i.e. square feet; lineal feet; park)	Before No. of Units Provided	After Project Completion Annual No. of Units Provided	Difference	Before Project Annual No. of Households/Persons Served	After: Annual No. of Households/Persons Served	Difference
Example: water transmission main	250 '	350'	100' new and 250' rehabilitated/replaced	25/69	35/96	+10
<i>[Add rows as needed]</i>						

C.2 Describe how these indicators were determined.

Insert text here

Continue to next page.

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D. Budget for Public Improvement**D.1 Line Item Budget for Construction and Rehabilitation Projects**

Indicate funding Status with corresponding letter:

*“A” – anticipate submitting an application in future grant RFP process;**“S” - submitted application, award unknown;**“C” – funds are committed.***Table D.1 – Construction Budget**

Item	2014 CDBG Funds	Other Funds	Status: A, S or C:	Total Funds
*Environmental Review (King County Set-aside)	\$ 4,000	\$	C	\$
**HCD Project Management – <i>To Be Determined</i>				
Development				
Appraisal(s)	\$	\$		\$
Architect/Engineer	\$	\$		\$
Right of Way Acquisition (If applicable)	\$	\$		\$
Security Document and Title Report Fees	\$	\$		\$
Construction:				
Construction Contract: Line 30 from Table D.3 (Include Sales Tax and Construction Contingency)	\$	\$		\$
Project Management _____%	\$	\$		\$
Other:				
Real Estate Tax	\$	\$		\$
Legal	\$	\$		\$
Insurance	\$	\$		\$
Relocation	\$	\$		\$
Other: (list)	\$	\$		\$
Sub-Total* (Less Environmental Review Cost)	\$	\$		\$
Insert Cost Identified for Right of Way Acquisition - Attachment 9 (if applicable)	\$	\$		\$
Total Project Budget:	\$	\$		\$

**Environmental Review (King County Cost Set-aside): This amount is set-aside until final environmental review costs are determined. Any balance remaining will be available for expenditure by Budget Revision Request from the Agency. ** HCD Project Management: Funds will be provided through HCD Project Management Capital Account.*

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D.2 Budget Narrative

D.2.1 Provide background and explanation of 'Other' fund sources and status of other funding pursued for this project, i.e. what other grant/fund sources have you submitted applications?

Insert Text Here

D.2.2 Provide dates of anticipated award announcements and if 'Other' funds are identified through capital campaign commitments?

Insert Text Here

D.2.3. What 'Other' funds have been committed. Are there any time expirations for those funds?

Insert Text Here

D.2.4. Are any of the 'Other' funds from a federal source?

Insert Text Here

D.2.5 Reduction Options -- Can your project or program be funded a reduced level if necessary? *(This should be the same response as listed at Item No. 6 on page 1 PART I.)*

Yes ☐ No ☐ Minimum amount needed to make project viable: \$_____

Insert Text Here

D.2.6 If yes, indicate what amount of funding is the minimum that would be required in order to be successful in the project activity but at a reduced level?

Insert Text Here

D.2.7 Explain what element of your project/program be modified to address this reduction?

Insert Text Here

D.2.8 Wage Requirements: Prevailing Wages/Davis-Bacon

Federal prevailing wage rates are the minimum requirement whenever King County CDBG funds are used for construction. Projects receiving federal funds are required to follow Davis Bacon wage rate requirements.

Describe how federal wage requirements are reflected in the project budget. Identify by name the member of the development team who will work with HCD Project Manager to ensure compliance with wage requirements.

Insert Text Here

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FORM D.3 Engineer's Estimate**THIS FORM MUST BE SUBMITTED COMPLETE AND SIGNED BY A LICENSED/CERTIFIED ARCHITECT OR ENGINEER**

2014 Community Development Block Grant Program Proposal

Engineer's Estimate

Date: _____, 2013

Project Name: _____

City of: _____

Prepared by: _____

Item No.	Description	Est. Quantity	Units	Unit Price	Total Price
1	Mobilization		LS		
2	Maintenance and Protection of Traffic		LS		
3	Demolition, Clearing and Grubbing		LS		
4	Remove A.C. Pavement		SY		
5	Earthwork		LS		
6	Subgrade Preparation		SY		
7	Foundation Material		CY		
8	Crushed Surfacing		CY		
9	A.C. Pavement		TN		
10	Cement Concrete Curb		LF		
11	Cement Concrete Sidewalk		SY		
12	Cement Concrete Driveway Approach		SY		
13	Driveway Reconstruction, Gravel		SY		
14	Driveway Reconstruction, A.C.		SY		
15	Adjust Structure to Finish Grade		EA		
16	Storm Drain Pipe		LF		
17	Trench Safety System		LS		
18	Manhole		EA		
19	Catch Basin		EA		
20	Combination Curb Inlet		EA		
21	Connect to Existing Catch Basin		EA		
22	Relocation of Existing Fire Hydrant		EA		
23	Relocation of Signs/Mailboxes		EA		
24	Hydroseeding		LS		
25	Finishing and Cleanup		LS		
26	Other (specify)				
27	Sales Tax				
28	Contingency				
29	<i>[Modify line items as necessary to reflect specific project activities].</i>				
30	TOTAL Construction Budget:				\$ 0

LS = lump sum; SY = square yards; CY = cubic yards; TN = ton; EA = each; LF = lineal feet

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E. Schedule – Public Improvement Project**Table E.1**

Milestones	Projected Completion Date
Environmental Review Complete	*
Contract Executed with King County	**
Right of Way Acquisition Timeline (if applicable)	MONTH YEAR
Procure for Professional Design Services	MONTH/YEAR
Design Begun	MONTH/YEAR
Design Complete, Bid Specs Submitted for County Review	MONTH/YEAR
Right of Way Acquisition (If Applicable)	MONTH/YEAR
Bid Opening	MONTH/YEAR
Preconstruction Conference	MONTH/YEAR
Construction 50% Complete	MONTH/YEAR
Construction Complete	December 2014
Closing Documentation Submitted	March 2015
Labor Standards Reviewed and Accepted	April 2015
Release Retainage	
Project Funding Report Form Filed w/HCD Staff	April 2015
Project Closed	May 2015

*

*Obtain an estimate from King County Environmental Review Specialist

** Contract Start Date can only occur AFTER Environmental Review Date

Optional:

Complete the King County Scorecard and provide as a 'baseline' for use in project implementation: Please visit the following web link for additional information.

<http://your.kingcounty.gov/solidwaste/greenbuilding/documents/green-building-sustainable-dev-guide.pdf>

THIS IS NOT A REQUIRED ATTACHMENT – Information regarding the King County Scorecard is provided here because the Scorecard may be part of the contract requirements in the project implementation of a successful application.

Continue to next page.

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F. PROJECT TEAM

Provide the name of the consultant or staff person who will perform the following tasks. Please note that consultants paid for with CDG funds must be selected through a competitive process and in accordance with 24 CFR Part 84 (nonprofit organizations) and 24 CFR Part 85 (local governments). If any of the tasks will be performed by a consultant, indicate who in your agency will be responsible for selecting the consultant.

Complete all of the following:

Application Phase

Prepare and submit CDBG Grant Application:

Consultant or Agency Staff _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Prepare and submit environmental review forms:

Consultant or Agency Staff _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Agency Contracting – Contract Phase

Prepare and submit application for required permit and land use approvals:

Consultant or Agency Staff: _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Procurement – Professional Services

Prepare and submit construction bid specifications:

Consultant or Agency Staff: _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Procurement – Construction

Solicit and review construction bids:

Consultant or Agency Staff: _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

Construction

Identified Agency Project Manager who will work with HCD Project Manager on construction:

Consultant or Agency Staff: _____ Contact: _____

E-mail: _____ Phone: _____

Applicant Staff responsible for consultant selection process: _____

E-mail: _____ Phone: _____

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G. Property Description:

G.1 Is Right of Way acquisition involved? Complete Acquisition Supplement and add as Attachment 9

G.1.2 The following is required if project involves acquisition of real property for easement for improvements to be completed that are not in a public right of way. Complete this form for each Right of Way acquisition.

TAX PARCEL NUMBER: _____

Property Owner.

(Provide name, address and phone number)

Name: _____

If not an individual -- indicate Agency, Agent or Management Firm and

Contact Name: _____

Address: _____

Phone No: _____ E-Mail: _____

Property size _____ Zoning Classification _____

List Deed Restrictions, Liens, Covenants (if applicable)

List Existing debt (if applicable) \$ _____

Lien Holder Name and Address: _____

Landmark designation (if applicable) _____

IV Table G.1. Please complete the following table (include information for each building located on site):

	Size (sq ft)	Year Built	Current Use	Proposed Use
Structure				

Resource Link:

King County i-map and parcel viewer

- <http://www.kingcounty.gov/operations/GIS/PropResearch/ParcelViewer.aspx>
- Enter parcel # or address, or zoom using magnifying glass cursor → click “Districts & Development Report” and “Assessor's Data Report”, and **print both and provide as an Attachment 3**



The following are required Attachments



Part IV Required Attachments:

ATT IV.1 - Capital Improvement Plan: Copies of specific pages that reference project activity.

Marked as Attachment No. 8

ATT IV.2 - A detailed map that shows project site and identifies service delivery area.

Marked as Attachment No. 2

ATT IV.3 – Acquisition Supplement **as Attachment 9 (If applicable)**

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PART IV - ACQUISITION – SUPPLEMENTARY QUESTIONS -- Attachment 9***(Use this form only if CDBG funds are intended for Acquisition (in whole or in part) of your proposed project).*****D. SUPPLEMENT - BUDGET - PUBLIC IMPROVEMENT (i.e. Easement Acquisition)****D.1 Line Item Budget***Indicate funding Status with corresponding letter:**"A" – anticipate submitting an application in future grant RFP process;**"S" - submitted application, award unknown;**"C" – funds are committed*

Item	CDBG Funds	Other Funds	Status: A, B, or C	Total Funds
*Environmental Review (King County Cost Set-aside)	\$ 4,000	\$	C	\$
*HCD Project Management – To Be Determined				
Development				
Appraisals	\$	\$		\$
Architect/Engineer	\$	\$		\$
Purchase Price	\$	\$		\$
Title Insurance	\$	\$		\$
Title Report, Closing and Recording Fees	\$	\$		\$
Other:				
Real Estate Tax	\$	\$		\$
Legal	\$	\$		\$
Insurance	\$	\$		\$
Relocation	\$	\$		\$
Sub-Total* (Less Environmental Review Cost)	\$	\$		\$
Appraised Land/Structure Value (Match)	\$	\$		\$
Total Project Budget:	\$	\$		\$

*Environmental Review (King County Cost Set-aside): This amount is set-aside until final environmental review costs are determined. Any balance remaining will be available for expenditure by Budget Revision Request from the Agency. ** HCD Project Management: Funds will be provided through HCD Project Management Capital Account.

D.2 Budget Narrative

D.2.1 Provide background and explanation of fund sources and status of other funding pursued for this project, i.e. what other grant/fund sources have you submitted applications?

Insert Text Here

D.2.2 Provide dates of anticipated award announcements and if 'other' funds are identified through capital campaign commitments?

Insert Text Here

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D.2.3. What 'other' funds have been committed. Are there any time expirations for those funds?
Insert Text Here

D.2.4. Are any of the 'Other' funds from a federal source?
Insert Text Here

D.2.5 Reduction Options -- Can your project or program be funded a reduced level if necessary? *(This should be the same response as listed at Item No. 6 on page 1 PART I.)*

Yes ☐ No ☐ Minimum amount needed to make project viable: \$ _____
Insert Text Here

D.2.6 If yes, indicate what amount of funding is the minimum that would be required in order to be successful in the project activity but at a reduced level?
Insert Text Here

D.2.7 Explain what element of your project/program be modified to address this reduction?
Insert Text Here

PART IV E – PUBLIC IMPROVEMENT PROJECT SCHEDULE**E.1 Timeline and Milestones** for an Acquisition portion of Project Activity

Milestones	Projected Completion Date
Environmental Review Complete	
Uniform Relocation Act (Relocation Criteria Documented)	
Appraisal complete; reviewed	Month/Year
Contract with King County for Funds	Month/Year
Closing Date Established	Month/Year
Insurance Secured	Month/Year
Escrow Account Established	Month/Year
Title Report Secured; Schedule B Reviewed	Month/Year
Closing – Property Purchased	Month/Year
Commence Construction	Month/Year

NARRATIVE:

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URA REVIEW**Complete for all projects involving acquisition, demolition or rehabilitation in any phase****Site Acquisition Section**

1. Did the applicant own the site prior to the initiation of the current project? If so, indicate when the property was acquired and skip to question 4, below.

2. Does the purchase meet one of the voluntary acquisition exceptions of 49 CFR 24.101(b)(1)-(5) [identify which exception is being met]? If no, complete a basic acquisition policies review (see 49 CFR 24.102-24.108) and skip to question 4.

3. In obtaining site control, did applicant/buyer provide seller with voluntary, arm's length transaction information?

4. Does the project site represent undeveloped land or has the property been unoccupied for at least 90 days (prior to the purchase offer (or application if no acquisition)), with no person having been made to move for the project?

Yes___ No___

If yes, skip Tenant Information Section.**Tenant Information/Relocation Section**

5. Has the applicant identified all persons who were made to move from the site within the past three months and explained the reason for such moves? Yes___ No___

6. Has the applicant identified all persons (families, individuals, businesses and nonprofit organizations) by race/minority group, and status as owners or tenants occupying the property on the date of submission of the application (or initial site control, if later).

Persons occupying the property include:

	# Not to be Displaced	# Temporarily Displaced	# Permanently Displaced
Households (families and individuals)	_____	_____	_____
Business and Nonprofit Organizations	_____	_____	_____
Farms	_____	_____	_____
Totals	_____	_____	_____

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7. Has applicant indicated the estimated cost of relocation payments and other services and the basis for the estimate?

Yes ____ No ____

8. Are the estimated costs for relocation reasonable (are they based on actual tenant incomes and available comparable replacement housing)?

Yes ____ No ____

9. Has the applicant indicated the source of funds to be used to pay relocation costs?

Yes ____ No ____

Comments:

10. If relocation costs will be funded from sources other than HOME or CDBG, has the applicant provided evidence of a firm commitment of the funds?

Yes ____ No ____ N/A ____

Comments: _____

11. Has the applicant identified the staff organization that will carry out the relocation activities?

Yes ____ No ____ N/A ____

Comments:

12. Were all persons occupying the site issued a General Information Notice (personally acknowledged or sent certified mail, return receipt requested) at the time of application submission (or when the option to acquire the property was executed, if later)? (Obtain copies)

Yes ____ No ____

Comments: _____

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13. Is the applicant prepared to issue each tenant at contract award either a Notice of Eligibility for relocation assistance (including information on comparable replacement housing) or a Notice of Non-Displacement?

Yes ___ No ___ N/A ___

Comments: _____

14. Is the applicant/property owner prepared to issue move-in notices to all new tenants?

Yes ___ No ___ N/A ___

Comments: _____